

Job Title:	Accounts Officer
Department:	Finance
Location:	Hybrid working – Occasional visit to London HQ
Reports to:	Management Accountant
Line Management responsibility:	None
Budgetary Responsibility:	None
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
Job Purpose:	
<p>The role will be responsible for ensuring transactional queries, banking, accounts payables, sales ledger whilst also assisting the Management Accountant and International Accountant in implementing a strong control environment within Muslim Aid.</p>	
Key Accountabilities:	
<ol style="list-style-type: none"> 1. To be responsible for the day to day management of purchase ledger, ensuring purchase invoices and payment vouchers are correctly coded, authorised, recorded on the finance system, payment and dealing with queries within a timely manner. 2. To maintain the Income ledgers, raising Invoices, coding of income, posting receipts and to be responsible for credit control procedures and following up with outstanding debtor balances. 3. To reconcile bank accounts to ensure correct recording of all transactions. 4. To bank cash and cheques from the Fundraising team and to query any discrepancies between their records and ours. 5. To maintain the Purchase Order Log and review the data held within the file/system. 6. To assist in month end closedown by carrying out the month end procedures, including but not limited to reconciling creditor control account, vendor account allocation, ensure balance sheet accounts reflect the accurate balances. 7. To support the Finance Team members as and when required. 8. To provide support and information (invoice, donor agreements, bank statements etc) for the year end statutory audit. 9. To suggest changes or improvements to increase accuracy, efficiency, and cost reductions. 	
Other	
<ol style="list-style-type: none"> 10. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies 11. To comply with all policies, procedures, legal and regulatory requirements 12. Any other duties commensurate with the accountabilities of the post 	

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Minimum 5 GCSE's (A-C) including Maths and English or equivalent	Essential	Application
AAT qualified or studying towards ACCA/CIMA	Essential	Application
Experience & Knowledge:		
Experience of working in a similar role	Desirable	Application and Interview
Experience of bank Reconciliation	Essential	Application and Interview
Experience of processing Purchase Ledger	Essential	Application and Interview
Experience of month end process and year end journal entries	Essential	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas.	Essential	Interview
Ability to work flexibly, under pressure and prioritise effectively, with a calm and professional approach	Essential	Application and Interview
Ability to work with minimal supervision and direction, using your initiative and being proactive	Essential	Application and Interview
High standard of numeracy, accuracy with a keen eye for detail	Essential	Application and Interview
Able to appreciate the need for confidentiality and discretion	Essential	Application and Interview
Strong Excel skills	Essential	Interview
Methodical and systematic approach to work	Essential	Application and Interview
Proactive with problem solving skills.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	